

GRANTS ADMINISTRATOR

NATURE OF WORK

This is professional work coordinating and administering a City-wide grants program.

Work involves responsibility for seeking and writing grant applications for new grants; coordinating and administering City-wide grants; and coordinating funding between departments and agencies. Work also involves independently maintaining a complete set of grant records; collecting and recording detailed municipal records; and preparing and analyzing fiscal reports. Work requires independent judgment on technical problems, with procedures determined by departmental regulations or legal requirements. Work is reviewed by an administrative superior for adherence to over-all standards of performance, and is subject to periodic review. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Serves as the City-wide facilitator and coordinator of grant applications in order to maximize Federal and State financial assistance to the City in all City departments.

Coordinates with the City's lobbyist to enhance the City's chance of receiving Federal assistance for specific grants.

Works with Budget Officer to identify priority funding areas; analyzes the adequacy of internal controls over the receipt and disbursement of grant funds.

Meets periodically with County officials and/or the firm hired by the County to enhance cooperative funding efforts between the City and County.

Writes grant applications for new grants, emphasizing priority funding areas; provides assistance to Departments not normally or previously involved in seeking grant funding; reviews status of the City's current grants and current funding of special projects.

Utilizes the City's accounting system to properly account for grant activity and to maintain other necessary records related to grants; deposits checks received from grants to proper accounts; insures grants allow for reimbursement of indirect costs whenever possible; audits records of departments receiving federal funds.

Participates in and serves as a resource in grant writing activities for the Workforce Investment Act.

Assists the City's fundraiser in setting up proper accounting procedures for donations received from private citizens and foundations; coordinates grant writing activities and priorities with those of the fundraiser.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of grant writing procedures and principles.

Knowledge of governmental accounting procedures.

Knowledge of modern office practices, procedures and equipment.

Ability to apply accounting principles to the maintenance of fiscal and accounting records.

Ability to perform in an independent manner under the direction of an administrative superior.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate, and analyze data necessary for the completion of fiscal reports.

Ability to perform detailed work involving written or numerical data, and to make accurate mathematical calculations.

Ability to develop modifications and improvements in existing account maintenance procedures.

Ability to establish and maintain effective working relationships with City departments, the City's Washington lobbyist, County officials, State agencies, employees and the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business administration, public administration, accounting or related field and experience with governmental grant writing and administration.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business administration, public administration, accounting or related field and some experience in grant writing; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head Personnel Director

9/2000

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